

APPENDIX E

Photography Policy for Architectural Survey

Purpose

The Division of Historical Resources is the primary repository of information on historic and culturally-significant properties in the state. The property files kept by the division often represent the only collection of information on a building, site, structure, object, or district, and the photographs are an invaluable part of that resource. Often these photos are the sole copy; there is no backup. Thus the DHR's collection of information is unique in the state.

The DHR is aware that true black-and-white film photography has become a specialized medium. The number of commercial printers is shrinking, and the costs are rising. In order to keep the NH State Survey program viable, the DHR is exploring appropriate standards for digital photography, which is a continually evolving medium. This photo policy will be reviewed and revised as technology and needs change; we anticipate that 35 mm film black-and-white processed prints will continue to be acceptable for all projects.

These changes apply only to photographs printed for the state survey program, which includes the New Hampshire State Register of Historic Places. Photos printed for the National Register, New Hampshire Historic Property Documentation, Review and Compliance projects that do not have a survey component, or archaeology programs must comply with the standards for those programs.

For All Survey Projects

Photographs should be clear, crisp, focused, and non-pixelated. A separate photograph should be taken of every major structure or landscape feature as seen from the road. Landscape or streetscape photos may also be necessary to document the context of the property. Streetscape photos should focus on the buildings, not the pavement. Photos of buildings should include the whole building, including complete roofline. Photos should be taken at a face or on an oblique angle and should be free of obscuring elements (trees, moving or stationary vehicles, overpasses, rearview mirrors) whenever possible, but if present, these elements should not be removed digitally. Glue, tape, or other adherents are not acceptable. **Photos should be affixed to continuation sheets by staples.**

Film Standard

Digital photo papers and inks have not yet proven longevity through time. As black-and-white photos are a known archivally-stable product, they will continue to be encouraged and acceptable for all survey projects. Where possible, the DHR will always prefer for 35 mm, black-and-white film photos, produced by photographic chemistry (not C-41 chemicals) and printed on archival (rated for 50-year life) black-and-white paper. Color photographic paper, archival or not, is not acceptable because it does not meet the stability requirements for archival storage. Prints should be 4"x6", and should be stapled to continuation sheets.

Digital Standard

NOTE: DIGITAL PHOTOS WILL NOT BE ACCEPTED THROUGH E-MAIL

Digital images must be submitted as a hard copy printout.

Specifications for Digital Cameras

Size/Resolution: 1600 x 1200 pixels at 300 ppi (pixels per inch), or larger. This works out to approximately 2 megapixels per photo.

Color Format: RGB color saved at 8-bit (or larger) per channel format. This results in a 24-bit color image (8 bits each for the red, green, and blue channels).

File Format: JPEG or uncompressed TIFF files are acceptable. Note that there are different levels of JPEG compression and that low or medium compression should be used when saving files in JPEG format. High JPEG compression may result in unacceptable image quality.

Note: 24-bit color JPEG images are the default image format for most digital cameras. Image resolution and compression are usually adjustable and should be checked prior to capturing images for submission to the DHR. At the time of this document, most multi-function devices with cameras do not meet these minimum requirements. *If you have questions about whether your camera can achieve these settings, or about how to set your camera, please contact your local photo or camera shop.*

Specifications for Printed Digital Photos

Except for conversion to black and white for the purposes of printing, manipulation of the image is not acceptable. Please check your printer settings to insure that only BLACK ink is being used.

Photos should be printed and labeled with the town or city, property address and NHDHR inventory number.

Please choose the high-quality or archival photo paper and ink appropriate for your photo printer, and list these specifications in your photo statement. Inks should also be archival. If using a commercial photo printer, please request black ink only printing on Fujicolor Crystal Archive paper.

Photos should be 4"x6" and may either be printed and stapled individually to continuation sheets, or the continuation sheet itself may be printed on photo paper. Please do not print the entire inventory form on photo paper.

Photographs should be labeled appropriate, including a description of the view, the direction the camera/photographer was facing, and the roll and frame number or name of the digital image and place where it is stored. Please see the continuation sheet for appropriate labeling standards.

IN ADDITION: Photography statement

Each form should contain an assurance report stating that the photographs included have not been manipulated and conform to the standards given herein. The product name and manufacturer should be given for inks, papers, and printers used at home. The name of the commercial processor should be given if one was used.

Example: I, the undersigned, confirm that the photos in this inventory form have not been digitally manipulated and that they conform to the standards set forth in the NHDHR Photo Policy. These photos were printed at the following commercial printer OR were printed using the following printer, ink, and paper: *(list printer or materials used)*:_____. The negatives or digital files are housed at/with:_____.

PLEASE REMEMBER TO SIGN THE PHOTOGRAPHY STATEMENT

FOR NH STATE REGISTER PROJECTS
Specifications for Digital Image Files

Unmanipulated color digital images on CDs should be submitted in addition to the required prints for properties seeking listing on the New Hampshire State Register.

CDs with digital images must be labeled with the town, project or property name, and date that the photos were taken with the inventory numbers for the images on the CD, written in permanent marker on the CD itself. CD labels should not be used. The sleeve or case should be labeled with the town, project name, and date.

A photo log giving the file name for each image stored on the CD should be attached to the bibliography of the individual inventory form. File names for digital images should follow a consistent and logical format with site number and image number.

For example: MAN0146_01
MAN0146_02
MAN0146_03
MAN0147_01

FOR NH STATE REGISTER PROJECTS ONLY